



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

AMCPE-F

18 MAY 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Realignment Fact Sheet and Voluntary Early Retirement Authority (VERA) Request Worksheet

1. This forwards the new Realignment Fact Sheet (RFS) and Voluntary Early Retirement Authority (VERA) Request Worksheet issued by the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (OASA(M&RA)) (enclosure 1) and rescinds guidance previously provided under AMCPE-CE memorandum dated 6 January 1999, subject as above. The OASA(M&RA) instructions for completion of the form are at enclosure 2. Use of this worksheet is effective immediately. Any requests which have not been forwarded to OASA(M&RA) must comply with this new guidance.
2. The most significant changes are the addition of a cover worksheet and specific written guidance concerning narrative justification requirements. The instructions now clearly explain under what circumstances narrative justifications are required and what flaws will result in automatic return of a VERA request. The new instructions also now allow reporting of accession data and attrition data for either the entire fiscal year during which a reshape action will occur or only through the RIF effective date. If data is reported through the RIF effective date rather than the end of the fiscal year, a narrative explanation is required.
3. To assist in completion of the new cover worksheet and RFS, we are forwarding an annotated worksheet and RFS that indicate where the data requested was entered on the previous version of the RFS (enclosure 3). Please note, however that there is some data required on this worksheet that was not previously required.
4. For questions or additional assistance, please contact the HQ AMC Reshape Operations Center action officer responsible for your

AMCPE-CE

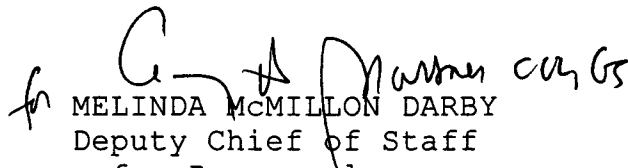
SUBJECT: New Realignment Fact Sheet and Voluntary Early Retirement Authority (VERA) Request Worksheet

major subordinate command, or Ms. Cathy Cherney, DSN 767-5129, or Commercial (703) 617-5129.

5. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

3 Encls
as

for  **MELINDA McMILLON DARBY**
Deputy Chief of Staff
for Personnel

CRAIG H. GLASSNER
Colonel, GS
Assistant Deputy Chief
of Staff for Personnel

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AMCPE-CE

SUBJECT: New Realignment Fact Sheet and Voluntary Early
Retirement Authority (VERA) Request Worksheet

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INTELLIGENCE AND TECHNOLOGY SECURITY ACTIVITY

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CRANE ARMY AMMUNITION ACTIVITY, ATTN: NSWC-06
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**REALIGNMENT FACT SHEET
AND
VERA REQUEST**

General Information:

1. Reporting Installation:
2. Activity/Organization Undergoing Reduction (comprises a single competitive area):
3. Activity/Organization's MACOM:
4. Activity's installation name (if different than #1 above):
5. Activity geographical locations:
6. Activity ROC/UICs:
7. Number of Employees Assigned to the UICs who are not in the Competitive Area:
8. Reduction Status Code:
9. Reduction Reason Code:
10. Effective Date of Reported Data:
11. Target Data and Losses/Accessions are Projected Through (check appropriate box):
 - a. The End FY:
 - b. The RIF Effective Date (provide explanation):
12. Projected RIF Separations after VERA (provide projection and explanation if other than RFS entries 2f minus 3c):

REALIGNMENT FACT SHEET

RIF Notification Only _____
RIF/VERA Request _____

Position Impact

1. Number of Positions:	Permanent	Term	Temporary	Total
a. Authorized Prior to Action				
b. Minus – Abolished By Action				
c. Minus – Transferred from Activity				
d. Plus – Transferred into Activity				
e. Equals – Authorized After Action				
Other Position Information:				
f. Vacant Prior to Action				
g. Projected Vacancies				

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action				
b. Target Strength				
Projected Attrition:				
c. TOF Transfers outside CA				
d. Plus - Other Voluntary Losses				
e. Equals – Normal Attrition W/O VERA				
Projected Involuntary Losses:				
f. Separation-RIF (W/O VERA)				
g. Plus - Other Involuntary Losses				
h. Equals – Total Involuntary Losses (W/O VERA)				
i. Projected Accessions:				
j. Projected End Strength: 2a minus 2e minus 2h plus 2i				
3. Other Projected Information				
a. Changes to Lower Grade (W/O VERA)				
b. VERA Eligibles (after normal attrition, 2e)				
c. VERA Separations				
d. Employees not separated/demoted due to VERA				

4. Projected RIF Letter Issue Date: _____ 5. Projected RIF Effective Date: _____
6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____

VERA REQUEST

1. Justification: State the reasons for the RIF and why the VERA is needed, including a detailed explanation of the organization's personnel and budgetary situation resulting in surplus civilian personnel. (If this is an amendment, specify the authority that is being amended, describe the reasons for the amendment and provide information below relating only to the new requirements).

2. Scope and Nature of Request:

a. Area of Application: Specify the organizational unit(s), geographical area(s), occupational series or level(s), or other nonpersonal factor(s) to which the VERA will apply. If occupational series or level(s) are not going to be targeted, indicate that VERA will be extended to all employees within the specified area.

b. Timeframes:

(1) Provide the starting and ending dates for the requested authority.

(2) Specify whether a single window or multiple windows will be used.

(a) If a single window is used cite the following in the request: "Request authority to control the timing of the window and the total number of VERAs during the window".

(b) If multiple windows will be used cite the following in the request: "Request authority to control the timing of the windows, the number of windows and the total number of VERAs per window."

(c) Identify any non-personal factors (e.g., service computation date) that will be used to manage the approval of applications.

3. RIF Effective Date (RFS Entry 5):

4. Employee Information:

- a. Total Number of Permanent Employees (RFS Entry 2a)
- b. Total Number of Term/Temporary Employees (RFS Entry 2a)
- c. Attrition - Permanent Employee* (RFS Entry 2e)
- d. SES/Equivalent Positions Affected

5. Permanent Employee Information after Attrition:

- a. Separated By RIF: (RFS Entry 2f)
- b. Demoted: (RFS Entry 3a)
- c. Eligible for VERA: (RFS Entry 3b)
- d. Accept VERA: (RFS Entry 3c)
- e. Not Separated/Demoted due to VERA (RFS Entry 3d)

6. Projected number of early retirements that will not avoid RIF separation or downgrades (i.e., projected number of new employees placed in vacancies created by VERA):

7. Any outstanding early retirement reports from previous authorities granted by the Department of Defense/Office of Personnel Management:

8. Name, title, telephone number, fax number, and email address of the organizational contact for the requested VERA.

*Include the following footnote if projected attrition is through the end of the FY (Entry 11, General Information). Delete this footnote if projected attrition is through the RIF effective date. "Army generally administers reductions on an annual basis. Permanent attrition through the end of the FY better reflects Army's need for VERA to minimize RIF separations in this action."

REALIGNMENT FACT SHEET/VERA REQUEST INSTRUCTIONS

General Information:

- a. These guidelines supersede and consolidate prior civilian reduction reporting requirements for the Realignment Fact Sheet and VERA Request.
- b. All activities reducing authorized strength OR anticipating a reduction in force (RIF) during the fiscal year (FY) will complete, and update as needed, a Realignment Fact Sheet (RFS). Realignment Fact Sheets are not required from activities whose strength is not decreasing and who do not anticipate a RIF throughout the Fiscal Year (FY). MACOM coordination/reconciliation must be accomplished before posting the reduction data.
- c. Complete a separate RFS/VERA request for every affected competitive area.
- d. Attach the narratives to the affected documents (i.e., VERA request, RFS, etc)

PART I. Realignment Fact Sheet and VERA Request General Information Instructions.

- a. Instructions are provided only for those entries that are not self-explanatory.
- b. Entries 6 & 7, General Information. Identify the Unit Identification Codes (UIC) of the activity undergoing the reduction and report the number of employees who are covered by the UICs but NOT in the competitive area.
- c. Entry 8, General Information. Specify the status of the plan by inserting one of the following codes:
 - (1) "C" when the reduction is in the contingency or planning stages and it is unknown whether or not a RIF will be needed.
 - (2) "N" when it is known that a RIF will not be needed to reduce to the target level.
 - (3) "R" when it is expected that a RIF/VERA is needed to effect the reductions.
- d. Entry 9, General Information. Identify the reason for the reduction by entering one of the following codes:
 - (1) Enter "BRAC" when the reduction is the result of a Base Realignment and Closure (BRAC) action. Use this entry for all RIFs (to include those resulting from TOFs) that are the result of a BRAC action.
 - (2) Enter "A-76" when the reduction is the result of the implementation of a commercial activity/privatization decision.

(3) Enter "TOF" when the reduction results from a Transfer of Function (not caused by a BRAC action).

(4) Enter "M" when the reduction is the result of a reduction in funding and/or manpower authorizations not more specifically attributable to one of the reasons listed above.

(5) Enter "Other" when the reduction is for reasons not covered by one of the more specific codes. Provide a narrative explanation of the reasons for the reduction or RIF.

e. Entry 10, General Information. Actual personnel strength data should normally correspond to the number of employees in the activity UICs as shown in the SF 113A Strength Report as of the date of the worksheet. In the event that the actual permanent strength varies significantly from that reported on the SF-113A (i.e., by a difference of 5% or more), identify the source or office that is certifying the actual activity strength and provide a brief explanation or rationale for the variation. Intermittent employees not shown on the SF 113A need to be reported narratively.

f. Entry 11, General Information. Specify whether target strength and losses/accessions are projected through the end of the FY or through the effective date of the RIF. Losses/accessions should be projected through the end of the FY when reducing to meet year-end strength goals. This ensures that all normal attrition can be used to minimize the adverse impact of the reduction. In the event that a specific reduction target must be met prior to end of the FY, report target strength and losses/accessions projected through the effective date of the RIF. Provide a narrative explanation of the reasons why RIF effective date data rather than end FY data must be used.

PART II. Realignment Fact Sheet Instructions:

- a. Instructions are provided only for those entries that are not self-explanatory.
- b. Entry 2c. Transfers Outside the CA. CA refers to the competitive area.
- c. Entry 2d - Other Voluntary Losses. This entry must include all non-VERA voluntary losses (i.e., resignations, optional retirements, reassignments out of the competitive area, leave without pay in excess of 30 days, etc.). Temporary and term employees whose appointments expire before the end of the FY (or effective date of the RIF, see para f, General Information Instructions) and temporary employees who are to be separated prior to the expiration date of their appointments are also included in this entry. Also include losses that you plan to encourage with use of VSIP.
- d. Entry 2g - Other Involuntary Losses. Projected separations through adverse action procedures and discontinued service and disability retirements are also included in this entry.

PART III. Narrative Explanation. Include a narrative explanation if any of the following conditions exist:

- a. If the number of projected personnel reductions is equal to or less than 5% of the permanent On-Board Strength prior to the action, explain why normal attrition will not work to achieve the necessary reductions. Explain why/how RIF/VERA is needed to accomplish the reductions. If temporary employees will remain after the reduction action, explain why they are essential.
- b. If the Reduction Status Code is "R" indicating that a RIF is needed, provide a detailed explanation of the reasons for the RIF.
- c. If there are vacant positions after completion of the action (RFS Entry 1g), explain why they were not/cannot be used to place the surplus employees.
- d. Provide an explanation if RFS entry 3c does not equal entry 3d.
- e. Provide an explanation if there is an entry other than zero in entry 6, VERA Request. A positive entry is indicative of an improper use of VERA.
- f. Normally, to preclude under-execution 1e, 2b and 2j will be the same number. When this is not the case, provide a narrative explanation of the variances.

GUIDELINES FOR RETURN OF VERA REQUESTS TO MACOM/IRA

HQDA will return VERA request to the requesting MACOM/IRA by memorandum, identifying needed corrective action(s), if the following major flaws are found:

- The MACOM/IRA has not submitted its FY 00/01 Civilian Execution Plan (CEP) or the RIF action related to the VERA request is not shown in the CEP.
- Information/data on the RIF/VERA action are inconsistent among the CEP, the VERA request, and/or the Realignment Fact Sheet (RFS).
- The VERA request/RFS are based on outdated SF-113 data (The VERA request will be returned only if there has been a significant change between the old SF-113 data and the most recent SF-113 data). This also applies to any VERA request re-submissions.
- The number of VERAs requested and/or the number of individuals projected to be saved by VERA is greater than the total number of projected RIF separations and changes to lower grade
- The most recent SF 113 shows an on-board strength for the impacted UIC(s) that is lower than the latest projected end strength on the CEP, unless the MACOM/IRA has documented a need for RIF to change the skill/grade mix.
- Failure to provide reasons why temporary employees cannot be terminated and/or vacancies cannot be used to avoid the need for RIF/VERA.
- Proposed targeting/windows for VERA are inconsistent with Office, Secretary of Defense VERA guidance.
- The projected end strength in the RFS deviates from the latest projected end strength on the CEP by more than +/- one percent.
- The RFS/VERA request formats provided to MACOM/IRAs by this memorandum were not used.
- The RFS projects voluntary non-VERA losses that are less than 90% of the average such losses in the impacted UIC(s) for the past five years, unless accompanied by analyses that support the lower estimated loss rate.
- The request is for a non-targeted VERA, unless it has been documented that a major strength reduction cutting across most occupations/grades must be achieved.
- Any other flaw that cannot be readily resolved by telephone.

STRENGTH REPORTS ON CPOL

- The following reports on CPOL should be useful in execution planning: ZMA-82D, ZMA-82J, ZMA-82K, ZMA-3AB, and ZMA-3HA.

NOTE: The most current strength data in CPOL SF-113A ZMA-82J must be used for the RFS/VERA request.

- Report ZMA-58B, also on CPOL, gives strength by State/duty location/command/UIC and should be very useful in completing Civilian Execution Plans to the installation/UIC level.
- Go to "Archives" in the listing of strength reports on CPOL and you will find prior months strength data have been archived for selected strength reports.

**REALIGNMENT FACT SHEET
AND
VERA REQUEST**

General Information:

1. Reporting Installation: **[First line at top of RFS]**
2. Activity/Organization Undergoing Reduction (comprises a single competitive area):
[Second line at top of RFS]
3. Activity/Organization's MACOM: **[First line at top of RFS]**
4. Activity's installation name (if different than #1 above): **[NEW]**
5. Activity geographical locations: **[NEW]**
6. Activity ROC/UICs: **[ROC is NEW. Should always be 6A1 for AMC activities. UIC was third line at top of RFS.]**
7. Number of Employees Assigned to the UICs who are not in the Competitive Area:
[Fourth line at top of RFS -- if other than zero, also requires narrative explanation]
8. Reduction Status Code: **[NEW -- see RFS/VERA Request Instructions, PART Ic]**
9. Reduction Reason Code: **[NEW -- see RFS/VERA Request Instructions, PART Id]**
10. Effective Date of Reported Data: **[Fifth line at top of RFS]**
11. Target Data and Losses/Accessions are Projected Through (check appropriate box):
[NEW]
 - a. The End FY:
 - b. The RIF Effective Date (provide explanation):
12. Projected RIF Separations after VERA (provide projection and explanation if other than RFS entries 2f minus 3c): **[NEW]**

REALIGNMENT FACT SHEET

RIF Notification Only _____
RIF/VERA Request _____

Position Impact

1. Number of Positions:	Permanent	Term	Temporary	Total
a. Authorized Prior to Action	1a			
b. Minus – Abolished By Action	1b			
c. Minus – Transferred from Activity	1c			
d. Plus – Transferred into Activity	1d			
e. Equals – Authorized After Action	1e			
Other Position Information:				
f. Vacant Prior to Action	1f			
g. Projected Vacancies	1g			

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action	2a			
b. Target Strength	2b			
Projected Attrition:				
c. TOF Transfers outside CA	2g			
d. Plus - Other Voluntary Losses	2c+2d+2e +2f+2h			
e. Equals – Normal Attrition W/O VERA	2i			
Projected Involuntary Losses:				
f. Separation-RIF (W/O VERA)	2j			
g. Plus - Other Involuntary Losses	2k+2l			
h. Equals – Total Involuntary Losses (W/O VERA)	2m			
i. Projected Accessions:	2p			
j. Projected End Strength: 2a minus 2e minus 2h plus 2i	2q			
3. Other Projected Information				
a. Changes to Lower Grade (W/O VERA)	3a			
b. VERA Eligibles (after normal attrition, 2e)	3b			
c. VERA Separations	3c			
d. Employees not separated/demoted due to VERA	3d			

4. Projected RIF Letter Issue Date: 4 5. Projected RIF Effective Date: 5
6. Projected TOF Letter Issue Date: NEW 7. Projected TOF Effective Date: NEW